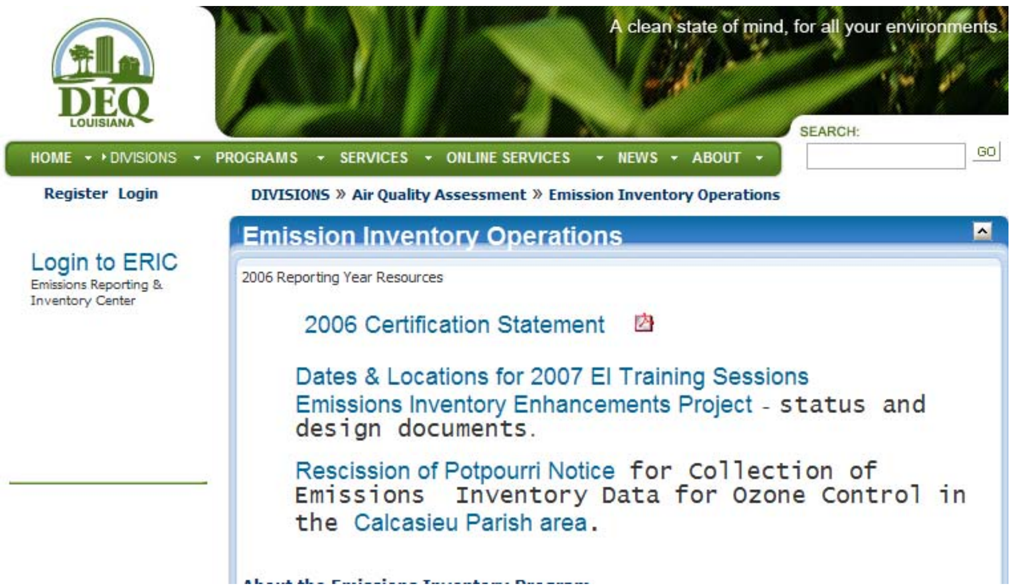
Instructions for requesting access to an ERIC account:

1. First, you must create your own DEQ Portal account. Only registered users of the DEQ Portal can gain access to ERIC. If you have a portal account already, log in using the "Login" link located on the Emissions Inventory Operations home page. If you need to create a portal account, use the "Register" link instead and follow the on-screen instructions.



2. Navigate to the ERIC home page using the "Login to ERIC" link on the Emissions Inventory Operations home page.

3. At the bottom of the screen, you will see a link (shown below) to request access to an ERIC account:

4. When you click this link, you will be directed to the access request page, which shows two options. Select the option labeled "I am an employee of the facility owner, or a designated consultant":


Emissions Inventory - Request Access

Use this form to request access to a facility for Emissions Inventory reporting purposes.

I am an employee of the facility owner, or a designated consultant

Please enter the Agency Interest number(s) you need access to:

You can request access to more than one AI at a time - just type in the values separated by commas.

The following information will accompany your request. By making this request, you agree to allow this information to be shared with the account manager(s) for the Agency Interest Number to which you are requesting access.

First Name: Bill

Last Name: Smith

Email: bsmith@mycompany.com

I have received a preregistration code in the mail

Submit Cancel

5. You are prompted to enter the Agency Interest numbers you want access to (use a comma separated list if you are requesting access to more than one account). You are also notified that your portal account information (name and email address) will be made available to the Administrator of the account(s) you are requesting access to. Click the "Submit" button to continue.

6. The ERIC system will display the Agency Interest(s) you have requested access to and ask you to confirm the request. Make sure the accounts are those you intended and click "Confirm" if they are correct. Your request will be added to the administration screen for the account(s) you have requested. However, the administrator for the account is not notified by email, so please remember to contact them directly to let them know you have made the request.